

INSTRUCTIONS FOR WEB-BASED IMMUNIZATION STATUS REPORTING FOR SCHOOL YEAR 2005-06

1. Go to: <http://www.doh.wa.gov/cfh/immunize/schools.htm>. Click on “Web-Based Immunization Status Reporting for Schools/Childcares”.
2. Enter Building Number; tab down to enter Authorization Code (authorization code is case sensitive, e.g., w12-42-T8, so type in the code exactly as you see it).
3. Select “School K-12” or “Preschool/Childcare Center”.
4. Click on “Submit”.
5. This will take you to your school’s page.
6. **Part A:** Review Part A to verify your school’s descriptive information. If changes are needed, contact Ros Aarthun @ ros.aarthun@doh.wa.gov or 360-236-3527. Check all that applies in the **blue section**. Indicate whether your school is Private or Public.
7. **Part B: Number of Students Exempt by Category for K-12:**
 - a. Boxes *1, 2, 3 and 4* are the number of students exempt by *type of exemption*. Please note, **Box 4** must equal the sum of boxes *1, 2 and 3*.
 - b. Boxes *a, b, c1, c2, d, e, and f* are the number of students exempt by *type of vaccine*. The sum of boxes *a, b, c1, c2, d, e, f* must be **equal to or greater than Box 4**.
8. **Part C – Enrollment and Immunization Status for Kindergarten and 6th Grade:**
 - a. For this Report, “**Entry Level**” means **Kindergarten** (or 1st grade if no Kindergarten). Only schools with Kindergarten (or 1st grade) and/or 6th grade need complete this section.
 - b. Boxes *1, 2, 3, 4, and 5* are the number of students enrolled by *Immunization Status* for Kindergarten (or 1st grade) and 6th grade. **Box 5** must equal the sum of boxes *1, 2, 3 and 4*.
 - c. Boxes *a, b, c1, c2, d, e, and f* are the number of students in Kindergarten (or 1st grade) and 6th grade that are *exempt, conditional or out of compliance by type of vaccine*.
9. After completing the form, please review your data carefully before clicking on “Submit”.

Annual Immunization Status Report 2005 – 2006 School Year

WEB Reporting

Schools with internet access should submit their 2005-06 immunization status report through our web-based School and Childcare Immunization Status Reporting System. You will receive a letter with your school's codes for logging into the system. They are the same codes that were assigned to you last year. Included in this mailing are detailed instructions for how to input your school's data (orange-colored page). **Schools that are not able to access the electronic reporting system can download a copy of the School Status Report Form from our website** (<http://www.doh.wa.gov/cfh/immunize>).

Status Report – Report only on students who are attending classes in the building, e.g. a student who is home schooled but attends in your building for music, drama, sports, etc. does need to be included in the Status Report; a student who is enrolled in your building but attends classes somewhere else needs to be reported by where he is attending classes.

DEFINITIONS:

School Entry – CDC defines School Entry as Kindergarten Entry. Schools that do not have a Kindergarten need to report on 1st grade which is their entry level. Schools that do not have either K or 1 do not need to complete the "Entry level only" row in part C of the status report.

Conditional Status - A student is in conditional status if he does not have the required number of doses of a vaccine but is in the process of being immunized. This student becomes out of compliance if the next dose is not received within 30 days after the recommended interval between doses has passed.

Exempt - A student can be exempt for one dose of one vaccine or for all doses of all vaccines. There must be a parent/guardian or health care provider indicating which vaccines the child is not receiving.

A student can only have 1 status. If student is not fully immunized, exempt or in the process of being immunized, the student is out of compliance.

CERTIFICATE OF IMMUNIZATION STATUS (CIS) FORM –

You may now accept the CHILD Profile immunization record in place of the CIS form
Legible copies are acceptable – you do not need to have the original cardstock on file.